



I. Small Business Economic Development Advocacy (SBEDA) Program API's Applied:

- **M/WBE Subcontracting Program** - **3%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
 - ◆ All M/WBE's must also be certified as SBEs
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subconsultant/Supplier Utilization Plan** form with their response
 - ◆ Failure of a respondent to submit the **Subconsultant/Supplier Utilization Plan** form or meet the subcontracting requirements will deem its response nonresponsive
- **ONLY** first tier certified M/WBE(s) will count toward the subcontracting goal
- ***M/WBE Prime participation does NOT count toward the Subcontracting goal***

II. Eligibility Criteria

- Eligibility Certification:
 - ◆ SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
 - ◆ Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" (20% of total company employees regularly based in the SAMSA for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, David Rios at 210.207.1339 david.rios@sanantonio.gov or Ruben Flores at 210.207-3923 ruben.a.flores@sanantonio.gov

III. Waivers & Exceptions

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
 - ◆ Form is available at:
<http://www.sanantonio.gov/SBO/SmallBusinessDevelopmentAdvocacyProgram/RevisedSBEDAOrdinanceForms.aspx>
 - ◆ Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
 - ◆ Form available at:
<http://www.sanantonio.gov/SBO/SmallBusinessDevelopmentAdvocacyProgram/RevisedSBEDAOrdinanceForms.aspx>
 - ◆ Exception request must fully document why:
 - Value of contract is below \$50,000;
 - No commercially-useful subcontracting opportunities exist; or
 - Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact David Rios at 210.207.1339 david.rios@sanantonio.gov or Ruben Flores at 210.207-3923 ruben.a.flores@sanantonio.gov

IV. Central Vendor Registry (CVR)

- All contractors/consultants (Prime or Sub) wishing to do business with the City must first register in the CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118